

Lucknow & District Joint Recreation Board



7:00 pm - Via Zoom

March 20, 2024

MINUTES

The Lucknow & District Joint Recreation Board met on the 20th day of March 2024 at 7:00 p.m. through Zoom, an online video conferencing platform.

This meeting was held electronically as per the Township of Ashfield-Colborne-Wawanosh By-Law 83-2021, Section 3.10 which allows for Electronic Participation of Board Meetings.

MEMBERS

Larry Allison	(X)
Wayne Forster	(X)
Scott Gibson	(X)
Jim Hanna	(X)
Glen McNeil	(X)
Jennifer Miltenburg	(X)

OTHERS

Steve Bushell, Facility Manager / Recreation Co-ordinator	(X)
Mark Becker, CAO (Board Secretary)	(X)

1.0 CALL TO ORDER

Chairperson Wayne Forster.

2.0 DISCLOSURE OF PECUNIARY INTEREST

None disclosed.

3.0 ADOPTION OF PREVIOUS MEETING MINUTES

3.1 Board Meeting Minutes – February 21, 2024

Moved by	Larry Allison
Seconded by	Glen McNeil

ADOPTION
OF #1
MINUTES

THAT the Lucknow & District Joint Recreation Board hereby adopts the February 21, 2024 Meeting Minutes as written.

Carried.

4.0 DELEGATIONS

No items scheduled.

5.0 REPORT OF THE CHAIRPERSON

No report.

6.0 REPORT OF FACILITY MANAGER / RECREATION CO-ORDINATOR

6.1 Permanent Liquor Sales Licence Policy - Amendments

We have provided the Board with a copy of the report prepared by Facility Manager/Recreation Co-ordinator Steve Bushell in this regard. We have also provided the Board with a copy of the policy highlighting the updated recommended changes to the policy for consideration.

STAFF COMMENTS: That the Board supports the recommendations as provided and agree to adopt the revised Permanent Liquor Sales Licence Policy as drafted.

ACTION: The Board agreed to adopt the revised Permanent Liquor Sales Licence Policy as drafted. The Board will review every four years or earlier if staff recommends an increase prior.

Moved by Jennifer Miltenburg
Seconded by Jim Hanna

ADOPT #2 THAT the Lucknow & District Joint Recreation Board
AMENDED hereby agrees to approve the revised Permanent Liquor
PERMANENT Sales Licence Policy as drafted dated March 20, 2024
LIQUOR replacing the existing policy dated April 21, 2022.
SALES Carried.
LICENCE
POLICY

6.2 Standby Generator Update - Grant Approved

We have provided the Board with a copy of the report prepared by Facility Manager/Recreation Co-ordinator Steve Bushell in this regard with respect to receiving the grant approval of \$50,000 towards the installation and purchase of a new standby generator at the Lucknow & District Sports Complex. We have provided the Board with a copy of the approval letter received for your information purposes.

STAFF COMMENTS: That the Board supports the recommendation as provided and moves forward with staff calling for quotations/tenders for the purchase and installation of a standby generator at the Lucknow & District Sports Complex.

ACTION: The Board agreed to proceed as per the recommendations of staff.

Moved by Glen McNeil
 Seconded by Larry Allison

ACCEPTANCE
 OF #3
 TENDER/QUOTE
 FOR STANDBY
 GENERATOR

THAT the Lucknow & District Joint Recreation Board hereby agrees to authorize the CAO and the Facility Manager/Recreation Co-ordinator to accept the recommended tender/quote received for the purchase and installation of a new standby generator for the Lucknow & District Sports Complex up to the maximum amount of the net costs being \$140,000.00.
 Carried.

6.3 Ice Rental Request – Waiving Of Rental Fees / Huff N Puff Hockey Group

We have provided the Board with a copy of the report prepared by Facility Manager/Recreation Co-ordinator Steve Bushell in this regard.

STAFF COMMENTS: That the Board supports the recommendation of staff to grant the request to waive the ice rental fees for the proposed tournament being held on April 24th for the Huff N Puff Hockey Group, who will be donating their registration fees to the Lucknow and Brookside Public Schools. The ice rental fees being waived will be \$800 for 8 hours rental.

ACTION: The Board agreed to waive the ice rental fees as recommended.

Moved by Scott Gibson
 Seconded by Jim Hanna

WAIVE ICE
 RENTAL #4
 FEES HUFF
 N PUFF
 HOCKEY

THAT the Lucknow & District Joint Recreation Board hereby agrees to waive the ice rental fees for the proposed tournament being held on April 24th for the Huff N Puff Hockey Group, who will be donating their registration fees to the Lucknow and Brookside Public Schools.

Carried.

6.4 Part-Time Facility Operator Appointment - Zane Livingston

We have provided the Board with a copy of the report prepared by Facility Manager/Recreation Co-ordinator Steve Bushell in this regard.

STAFF COMMENTS: For your information purposes.

ACTION: Noted. ACW will appoint Zane Livingston by by-law at their next Council Meeting.

7.0 ACCOUNTS

7.1 Revenue/Expenditure Report – February 2024

Moved by Jennifer Miltenburg
Seconded by Larry Allison

REVENUE/ #5 THAT the Lucknow & District Joint Recreation Board
EXPENDITURE hereby accepts the Revenue/Expenditure Report as
REPORT presented.

Carried.

7.2 Cheque Listing – February 2024

Moved by Jennifer Miltenburg
Seconded by Jim Hanna

CHEQUE #6 THAT the Lucknow & District Joint Recreation Board
LISTING hereby accepts the cheque listing for February 2024 as
presented in the total amount of \$ 52,579.47.

Carried.

8.0 OTHER BUSINESS

(items to be brought forward to a future meeting)

None.

9.0 IN-CAMERA / CLOSED SESSION

No items scheduled.

10.0 ADJOURNMENT

Moved by Scott Gibson
Seconded by Jennifer Miltenburg

ADJOURN #7 THAT the Lucknow and District Joint Recreation Board do
now adjourn to meet again on April 17, 2024 at 7:00 p.m. or
at the Call of the Chairperson.

Carried.

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